

LINN COMMUNITY ROOM RENTAL AGREEMENT

FEE: \$_____ per day rental plus \$_____ deposit. Deposit will be refunded if the rules and all conditions of this agreement are abided by.

RULES:

1. NO SMOKING will be allowed in the building.
2. Tables and chairs cannot leave the building and must be put back in original location.
3. Remove trash and place in dumpster on East side of building.
4. Sweep and mop floors. (brooms, mops & supplies located in closet near front door)
5. Clean kitchen and restrooms, including toilets and sinks.
6. Turn off lights and ceiling fans.
7. Turn furnace down to 72° F or air conditioner up to 80° F.
8. Eating utensils, dish soap, dish towels will be furnished by renter.
9. Wipe out refrigerator/microwave-ensure no food spills.
10. Wipe off all tables and counters.
11. Do not tape posters, signs, etc. on walls, cabinets or woodwork.

IDEMNITY: Renter agrees to indemnify, defend and hold harmless City from all demands, claims, suits, actions or liability resulting from injuries or death to any persons or property by Renter, City or any person, howsoever caused, during the period which this agreement covers for use of the Community Room, or occurring as a result of the use of the Community Room during the agreed period.

PAYMENT FOR DAMAGES: Renter agrees to pay costs of repair or replacement for all damages of whatever origin or nature which may have occurred during the term of this agreement and to return premises to a condition equal to that at the time this agreement went into effect.

RENTER / RESPONSIBLE PARTY:

Name: _____ **Date Requested:** _____

Address: _____ **Time:** _____

City/State/Zip: _____ **Purpose:** _____

Phone: _____ **Key Issued to:** _____

After use, lock door and place key in drop box located outside the front door of City Hall.

Signature: _____

Deposit Amount: _____ **Date:** _____

Rental Amount: _____ **Date:** _____ **Authorized by City of Linn**

Deposit Refund: _____ **Date:** _____ **Dated:** _____